



Office of the State Auditor

Bureau of Special Investigations Legal Counsel

Posting Number 2018-32

SALARY RANGE (Grade 13) CSA233: \$55,351.15 - \$83,026.72 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The BSI Legal Counsel will be responsible for work in a range of areas, including reviewing and interpreting laws and regulations, drafting and implementing policy, contract management, advising staff on legal matters and handling prosecution of BSI cases. In addition, this position involves performing legal research, drafting legal memoranda, pleadings and other legal documents, actively supporting and working with the AG's Office or ADA's Office, and performing related legal and administrative duties. Further responsibilities include reviewing and responding to complaints, questions, and requests for information attorneys, court officials and other government agencies.

SUPERVISION RECEIVED:

Works under the supervision of the Director.

DUTIES AND RESPONSIBILITIES:

- Perform all legal research and writing as needed by the Director and BSI staff.
- Handle prosecutions on behalf of BSI and assist Director with all phases of prosecution as needed. Correspond with regional DA's office if needed, provide ADAs with all the information they need to properly prosecute BSI cases or ensure Examiners are providing all essential information.
- Draft motions and other court documents such as discovery and trial summons for cases BSI prosecutes.
- Provide a resource for staff on all statutes relating to BSI, DTA, MassHealth and SNAP, as well as all pertinent regulations, policies and other material as needed. Provide staff with written opinions and legal advice.
- Draft proposed legislation and regulations on behalf of BSI.
- Draft and implement internal policies, procedures and controls.
- Maintain Inter-Service Agreements and Memorandums of Understanding with other agencies such as DOR, DTA and MassHealth, and ensure BSI's compliance with them.
- Review and edit all prosecution memorandums before sent to court or DA's office, ensure examiners provide enough evidence to prove their case.
- Review quarterly and annual reports for content, accuracy, and completeness before publishing.
- Create and review trainings for staff.
- Correspond with all outside agencies, attorneys and individuals regarding BSI legal matters.
- Maintain a presence on the OSA policy team and provide BSI's perspective on policy matters.
- Correspondence and assist OSA legal staff as needed.



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MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- A bachelor's degree in criminal justice or related field or experience that complements an undergraduate degree in another field.
- A law degree from an ABA accredited law school and license to practice law in Massachusetts.
- Familiarity with legal/legislative process of state government.
- Advanced skills and abilities in performing legal research and drafting legal memoranda and briefs.
- Advanced skills and abilities in the application of logical reasoning to detailed statutory analysis.
- Knowledge of criminal law and practice.
- Knowledge of the Massachusetts judicial system, Massachusetts General Laws and the operation of state government.
- Knowledge of and ability to use, personal computers and related business software such as Microsoft Office, including Excel and PowerPoint.
- Strong interpersonal skills and the ability to work professionally and cooperatively with judges, court officials, attorneys and the public.
- Ability to analyze administrative problems and to develop feasible solutions.
- Ability to communicate clearly and effectively in oral and written form.
- Ability to handle highly confidential material with discretion.
- Ability to work independently and to establish well-reasoned work priorities.

Salary is commensurate with experience.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **July 12, 2018** via the MassCareers website: [Click Here](#)

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